

## RETIREMENT CEREMONY CHECKLIST

\_\_\_\_ SET RETIREMENT DATE/LOCATION/TIME \_\_\_\_\_  
\_\_\_\_ PRESCRIBED UNIFORM \_\_\_\_\_  
\_\_\_\_ OFFICIATING OFFICER \_\_\_\_\_  
\_\_\_\_ CHAPLAIN \_\_\_\_\_  
\_\_\_\_ GUEST SPEAKER \_\_\_\_\_  
\_\_\_\_ MASTER OF CEREMONY \_\_\_\_\_  
\_\_\_\_ COMMAND 5060 NOTICE \_\_\_\_\_  
\_\_\_\_ RECEPTION? LOCATION/MENU \_\_\_\_\_  
\_\_\_\_ INVITATIONS (SEND OUT 4-6 WEEKS PRIOR) \_\_\_\_\_  
\_\_\_\_ PROGRAM \_\_\_\_\_  
\_\_\_\_ ARRANGE FOR BAND (SEND OUT REQUEST), OR RECORDED MUSIC \_\_\_\_\_  
\_\_\_\_ SIDEBOYS \_\_\_\_\_  
\_\_\_\_ BOATSWAIN \_\_\_\_\_  
\_\_\_\_ ORDER FLOWERS FOR SPOUSE \_\_\_\_\_  
\_\_\_\_ ARRANGE FOR MEDICAL/AMBULANCE DURING CEREMONY \_\_\_\_\_  
\_\_\_\_ AWARD FOR MEMBER? START PROCESS \_\_\_\_\_  
\_\_\_\_ RETIREMENT LETTER (LETTER OF APPRECIATION FROM CO) \_\_\_\_\_  
\_\_\_\_ 20/30 YEAR PIN \_\_\_\_\_  
\_\_\_\_ FLEET RESERVE OR RETIREMENT CERTIFICATE (FROM BUREAU) \_\_\_\_\_  
\_\_\_\_ CERTIFICATE OF APPRECIATION FROM COMMANDER IN CHIEF \_\_\_\_\_  
\_\_\_\_ DOD PLAQUE \_\_\_\_\_  
\_\_\_\_ CPO MESS PLAQUE \_\_\_\_\_  
\_\_\_\_ UNITED STATES FLAG \_\_\_\_\_  
\_\_\_\_ FLAG CERTIFICATE (IF FLOWN) \_\_\_\_\_  
\_\_\_\_ CERTIFICATE FOR SPOUSE \_\_\_\_\_  
\_\_\_\_ SHADOW BOX \_\_\_\_\_  
\_\_\_\_ NARRATIVE ORDERS (OFFICERS ONLY) \_\_\_\_\_  
\_\_\_\_ HAIL AND FAREWELL LUNCHEON \_\_\_\_\_  
\_\_\_\_ SET PRACTICE DATE/TIME, ENSURE ALL PARTICIPANTS ATTEND \_\_\_\_\_  
\_\_\_\_ PHOTOGRAPHER \_\_\_\_\_  
\_\_\_\_ REFRESHMENTS/CAKE \_\_\_\_\_  
\_\_\_\_ COORDINATE WITH SECURITY FOR BASE ENTRY OF VISITORS IF \_\_\_\_\_  
\_\_\_\_ REQUIRED \_\_\_\_\_  
\_\_\_\_ REMIND PARTICIPANTS OF NOTICE WITH THEIR ASSIGNMENTS/ \_\_\_\_\_  
\_\_\_\_ PRACTICE \_\_\_\_\_  
\_\_\_\_ FACILITIES SET UP \_\_\_\_\_  
\_\_\_\_ PODIUM AND CHAIRS \_\_\_\_\_  
\_\_\_\_ BULLETS, BELL, FLAGS, RED CARPET \_\_\_\_\_  
\_\_\_\_ PA SYSTEM, MUSIC \_\_\_\_\_  
\_\_\_\_ CHAIRS FOR GUESTS (# OF) (HAVE STANDBY READY) \_\_\_\_\_  
\_\_\_\_ AWARDS TABLE & TABLE CLOTH \_\_\_\_\_  
\_\_\_\_ CAKE TABLE & TABLE CLOTH \_\_\_\_\_  
\_\_\_\_ PICK UP ALL PLAQUES, LETTERS, FLOWERS \_\_\_\_\_  
\_\_\_\_ TWO NOTEBOOKS WITH NARRATIVE, COPIES OF AWARDS/CERTIFICATES \_\_\_\_\_  
\_\_\_\_ SPEECHES (ONE FOR THE PODIUM AND ONE FOR THE MC) \_\_\_\_\_  
\_\_\_\_ WATER AND CUPS FOR BOTH PODIUMS \_\_\_\_\_  
\_\_\_\_ PUT MEDAL/AWARD ON THE PODIUM. AWARDS/SHADOW BOX ON TABLE \_\_\_\_\_